

## Skills Checklist for Inspiration

<b>Skill</b>	<b>Introduced and Practised</b>	<b>Independent at this level (date of evaluation)</b>
Open and Close Program		
Save work/file		
Open File (previously saved work)		
Use Rapid Fire to add subtopics		
Add a new symbol to your web		
Hear the text with the 'listen' button		
Locate both outline and diagram view		
Rearrange information in outline view		
Link Topics in diagram view		
Reverse a link (Link on main toolbar)		
Label a link		
Change a symbol (symbol palette)		
Add a note to a symbol		
Add images/graphics to web		
Change the layout		
Insert a sound recording to a symbol		
Insert a video		
Add a hyperlink		
Use the word guide (spelling, synonyms,		

definitions)		
<b>Skill</b>	<b>Introduced and Practised</b>	<b>Independent at this level (date of evaluation)</b>
Change background colour		
Format text		
Zoom in and out with mountains		
Transfer to a word processor		